GUIDE: KEYS AND ACCESS CARD

As an employee at the Department of Computer Science, you will need a key for your office as well as a mandatory AAUcard to enter the building outside working hours. The process of obtaining these requires two visits to the office of the Facility Support Team East, which is luckily not far away (a map is provided on the next page). We hope this guide can help you!

FIRST VISIT TO FACILITY SUPPORT TEAM EAST: KEY PICK UP AND GUEST CARD

Keys: As part of the onboarding process, you have to pick up a pre-filled Key Order Form at Ulla Øland's office (Cluster 2 (Yellow), office: 2-2-32). Bring the form to the Facility Support Team East (Fredrik Bajers Vej 7A1-101) to pick up your key.

Access card: All persons staying at AAU for a shorter or longer period must have an AAUcard with a picture. However, you need to wait until after the first payroll process to order it, since you need to be registered in various AAU systems. As part of the first visit to Facility Support Team East, **please ask for a guest card with access to Selma Lagerløfs Vej 300**.

SECOND VISIT: ORDER YOUR ACCESS CARD/AAUcard

After the first payroll process, you can order your AAUcard. To do so, please write down your employee ID number (found on the pre-filled Key Order Form/or look it up in the central Personal Data System).
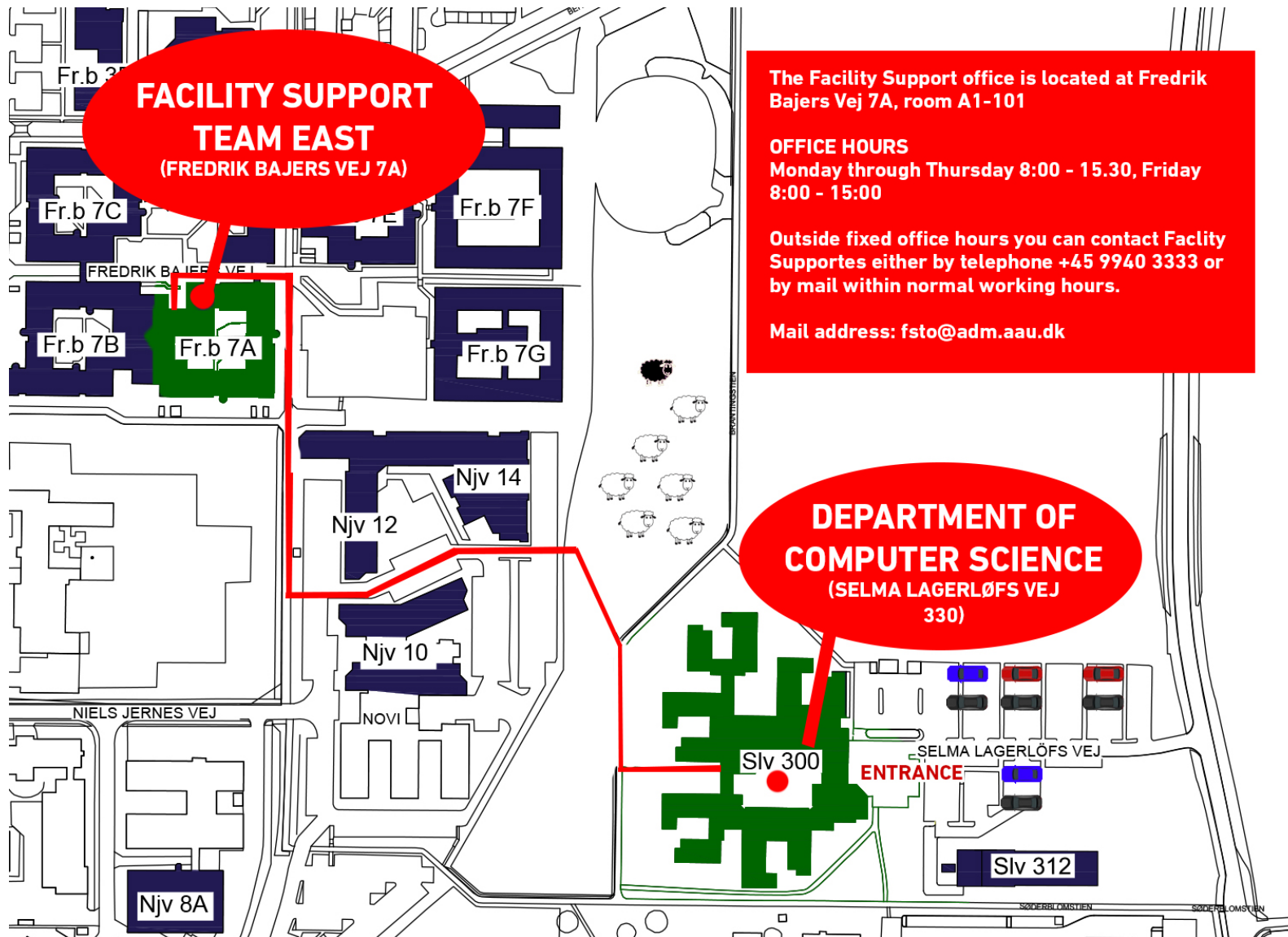
Bring the number with you to the Facility Support Team East. The facility supporters will take a photo of you and order the card (other digital photos cannot be used). Once your AAUcard is printed, it will be delivered with internal mail to your office.

ACTIVATE YOUR AAUcard

Once you have received the card, it needs to be activated. To do so, you have to create a pin code. Click here to create and/or change your pin code (link: https://bit.ly/activateyourcard).

After creating a pin code, you again need to contact the Facility Support Team East (by mail: fsto@adm.aau.dk or in-person), with details about where you need access to (Selma Lagerløfs Vej 300) and your card number (5-6 digit code which appear on your AAUcard).

Based on this information, the supporters will activate your card and enable you to use the exterior doors of the building(s), you have asked for access to. For more information about the AAUcard, please visit: https://www.en.campusservice.aau.dk/aaucard.

FACILITY SUPPORT
TEAM EAST
(FREDRIK BAJERS VEJ 7A)

Fr.b 3...

Fr.b 7C

Fr.b 7F

FREDRIK BAJERS VEJ

Fr.b 7B

Fr.b 7A

Fr.b 7G

Njv 14

Njv 12

Njv 10

NIELS JERNES VEJ

NOVI

Njv 8A

DEPARTMENT OF
COMPUTER SCIENCE
(SELMA LAGERLØFS VEJ
330)

Slv 300

SELMA LAGERLÖFS VEJ

ENTRANCE

Slv 312

SØDERBLOMSTIEN

SØDERBLOMSTIEN

The Facility Support office is located at Fredrik
Bajers Vej 7A, room A1-101

OFFICE HOURS
Monday through Thursday 8:00 - 15.30, Friday
8:00 - 15:00

Outside fixed office hours you can contact Faclity
Supportes either by telephone +45 9940 3333 or
by mail within normal working hours.

Mail address: fsto@adm.aau.dk

You can also use AAU Maps

ENTRANCE: FREDRIK BAJERS VEJ 7A

FACILITY SUPPORT TEAM EAST

2-107

2-109

1-101   1-103   1-105

2-104

CANTEEN

1-104   1-108

1-106a   1-106   1-110

1-112

M102 - Aula

1-114   1-112a

W110

W102

W140

4-108

4-102a

4-106   4-101

Bajers Vej

05a